

## SAMPLE PARENT LETTER

*You may seek permission in a verbal manner.*

To: Parents/Guardians

From: Principal \_\_\_\_\_

School: \_\_\_\_\_

Subject: Free Tutoring or AIMS Remediation (Choose either or a title of your own.)

The State Tutoring Program is designed to provide academic tutoring in reading, writing, and mathematics in order to improve student academic performance.

**In other words, the student will be tutored in the specific subjects and skills that he or she needs.**

You may choose to have your student participate in *one* of the following:

- In a tutoring program here at our school
- Refuse this tutoring opportunity
- In a tutoring program from an outside company (List those in your area.)  
Company name \_\_\_\_\_ phone number \_\_\_\_\_

Details about our school's tutoring program follow:

*(Here is where you put times, location and other pertinent information for your tutoring program that is the same for all students.*

If you choose our school's tutoring program, you will be contacted regarding the most important skill that your student will study, the tutoring dates, and the frequency of communication.

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Cut, sign and return to your student's homeroom teacher by \_\_\_\_\_

Student name \_\_\_\_\_ Homeroom teacher \_\_\_\_\_

Check one:

- ☐ I request tutoring for my student from the school program.  
☐ I decline tutoring for my student.

If you choose an outside company, you must contact them directly to set up tutoring. Returning this note is not necessary. However, if you have difficulties with the company, please explain the issue to the school office.

Parent/Guardian signature: \_\_\_\_\_